



The Broome Surf Life Saving Club Incorporated

- ◆ By-Laws Volume 1 – Administration
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Broome Surf Life Saving Club Incorporated

By-Laws

Volume 1– Administration

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1. Membership:

ASSOCIATE MEMBERS

Associate members need not hold any awards.

Associate members have the right to use all club facilities with the exception of patrol and competition equipment, with the following exceptions:

- ❖ an Associate member who holds the Bronze Medallion may use patrol equipment in the performance of patrol duties
- ❖ an Associate member carrying out rostered patrols may use any competition equipment during their period as a patrolling member
- ❖ an Associate member who holds any award may use patrol equipment in performing patrol duties to the extent of the ability of their qualification
- ❖ an Associate member who is competing in the March Past event may use March Past equipment
- ❖ This membership includes parent membership

(i) Community Membership:

Community Members, who subject to the Constitution, shall have the right to receive notice of General Meetings and to be present, debate but not vote at General Meetings.

Community membership is open to any person over the age of Eighteen years and entitles the member to utilize the Bar facilities only. Community members must abide by any Club Rules or Regulations and abide by the Liquor Licensing laws. The Board of Directors reserves the right to refuse or cancel any Community membership.

Community membership is valid only for the calendar year in which it was validated by payment of the prescribed fee.

Community membership is granted to Parents of Nippers upon paying membership fees.

(ii) Honorary Membership:

Honorary and Service Members, who subject to the Constitution, shall have the right to receive notice of General Meetings and to be present, debate and vote at General Meetings.

The Board of Directors may elect any person to Honorary Membership for the duration of the current season.

Honorary members shall not pay any annual subscription and are exempt from Patrol duties.

Honorary members have the right to use all club facilities with, the exception of patrol and competition equipment.

(iii) Absenteeism:

Any member who becomes resident outside of the Shire of Broome shall, during such residence, be entitled to apply for "absentee" membership of the club.

"Absent" members shall have no club obligations other than the payment of the annual subscription as recommended by the Board of Directors and approved by each Annual General Meeting.

Periods of absenteeism shall not count toward Active Reserve or Long Service membership.

(iv) Junior (Nipper) Membership:

Junior (Nipper) members shall be a minimum of four (4) years turning five (5) no later than 30th September in their 1st year and up to a maximum of eleven (11) turning twelve (12) years of age on a seasonal basis.

Junior (Nipper) members are required to gain the relevant Junior Award in lifesaving for that member's age group each season.

Included in the membership fee for each Junior member or family group is a community membership for one (1) parent only.

- ❖ A Junior member may use Nipper equipment for training purposes during official training periods as assigned by the Director of Youth
- ❖ A Junior member may use Nipper equipment for competition purposes as assigned by the Director of Competitions and Events

(v) Cadet Membership:

Cadet Members shall be turning thirteen (13) years of age before the 30th September in the seasonal year or older than 13 years of age but younger than 18 years of age.

Cadet members shall be a minimum of twelve (12) and a maximum of seventeen (17) years of age on a seasonal basis.

- ❖ Thirteen (13) year old and fourteen (14) year old Cadet members are required to gain the Surf Rescue Certificate (SRC) within the season, or if this has been gained in a previous season to pass the Annual Proficiency Test
- ❖ Fifteen (15) year-old and older Cadet Members are required to gain the Bronze Medallion (Bronze) within the season, if this has been gained in a previous season to pass the Annual Proficiency Test
- ❖ A Cadet member who holds the SRC or Bronze may use patrol equipment in the performance of patrol duties
- ❖ A Cadet member who holds an SRC and carries out rostered patrols may use any competition equipment during official training periods as assigned by the Director of Youth

(vi) Probationary Membership:

New or existing adult members doing their Bronze Certificate in the current year shall be classed as Probationary from the time of application/Bronze enrollment until the required award is gained and approved by the Board.

The Board of Directors may at any time cancel the membership of a Probationary member as set out in the constitution.

(vii) Award Membership:

Award members shall hold at least one of the following awards:

- ❖ First Aid Award
- ❖ Advanced Resuscitation Techniques Award
- ❖ Radio Award

Holders of the Bronze Medallion and Surf Life Saving Certificate are not eligible to become Award members.

Award members may be called upon to perform Patrol and/or other club duties to the extent of the ability of their qualifications.

Award members have the right to use all club facilities apart from competition and patrol equipment, with the following exceptions:

- ❖ an award member with a Limiting and Permanent Disability who has satisfied the requirements of the Competitive Qualification Test as laid down by Surf Life Saving Australia may use competition equipment
- ❖ any award member may use patrol equipment, to the extent of the ability of their qualifications, in carrying out club duties

VOTING MEMBERS

The below members have voting rights as set out in the constitution:

(viii) Active Membership:

Active Members, who are subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, debate and vote at General Meetings.

Active members shall hold the Bronze Medallion.

Active members shall fulfill Patrol and Club requirements as required by Surf Life Saving Western Australia, and in accordance with these by-laws.

Active members shall complete the Annual Proficiency Test each season, unless the Bronze Medallion has been gained in that season.

- ❖ An Active member may apply to the Board for key access to the Equipment shed. This key is only to be used by the Active member and not to enable non-active members access to equipment. The Board holds the right to revoke key access. The Board may also decide to charge a bond, refundable on return of key
- ❖ All keys are to be returned to the Club Administrator at the end of the season unless approved by the Board
- ❖ An Active member may use patrol equipment in the performance of patrol duties
- ❖ An Active member may use any competition equipment during personal or official training periods

(ix) Active Reserve Membership:

Active Reserve, who subject to the Constitution, shall have the right to receive notice of General Meetings and to be present, debate and vote at General Meetings.

A member, after at least ten (10) years of Active membership, may apply for Active Reserve membership.

The Board of Directors will receive applications and shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Board of Directors.

The following shall not be counted as Active Service toward Active Reserve membership:

- ❖ periods of absence or leave from Patrol and other club duties
- ❖ seasons in which the member ended the season down hours on Patrol, unless those hours were made up at the commencement of the next season
- ❖ period of suspension from the club.

Active Reserve members shall complete Patrol hours as may be required by Surf Life Saving Western Australia but, in any case shall complete at least one full Patrol (or equivalent to 8 hours) each season.

Active Reserve members shall complete the Annual Proficiency Test.

Active Reserve members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Active Reserve membership of this club, subject to verification from their previous club, branch or State.

Active members transferring from an affiliated club of Surf Life Saving Australia shall have their period of Active Service in their previous club or clubs accepted as years of service toward Active Reserve membership of this club, subject to verification from their previous club(s), branch or State.

Members transferring from Surf Life Saving Associations of other nations shall have their period(s) of Active Service and/or Active Reserve Service with such Association(s) considered by the Board of Directors. The Board of Directors shall decide whether such service shall be accepted as years of service toward Active Reserve membership of this club.

A former Active Reserve member may apply for readmission as an Active Reserve member and may be readmitted by the Board of Directors.

(x) Long Service Membership:

A member, after at least ten years of Active membership or four years of Active Reserve membership, may apply for Long Service membership.

The Board of Directors will receive applications and shall consider the service record of the applicant and recommend acceptance or rejection of the application, to be ratified at the next meeting of the Board of Directors.

Periods of active service shall be considered in the same manner as for Active Reserve membership.

Long Service members are exempt from performance of any Patrol duties. In all other respects they have the same privileges and duties as Active members.

Long Service members transferring from an affiliated club of Surf Life Saving Australia shall be entitled to Long Service membership of this club, subject to verification from their previous club, branch or State.

Active members and Active Reserve members transferring from an affiliated club of Surf Life Saving Australia shall have their period of Active Service and/or Active Reserve service in their previous club or clubs accepted as years of service toward Long Service membership of this club, subject to verification from their previous club(s), branch or State.

Members transferring from Surf Life Saving Associations of other nations shall have their period(s) of Active Service and/or Active Reserve Service with such Association(s) considered by the Board of Directors. The Board of Directors shall decide whether such service shall be accepted as years of service toward Long Service membership of this club.

A former Long Service member may apply for readmission as a Long Service member and may be readmitted by the Board of Directors.

Associate or Voting members

Life Membership:

Life Members who, subject to the Constitution, shall have the right to receive notice of General Meetings and to be present, debate and vote at General Meetings; provided that the Life Member is also an Active Member at the time of the General Meeting.

The Board may recommend to the Annual General Meeting that any natural person who has rendered distinguished service to the Club be appointed as a Life Member.

A resolution of the Annual General Meeting to confer Life Membership on the recommendation of the Board must be a Special Resolution.

A person must accept or reject the Club's resolution to confer Life Membership in writing. Upon written acceptance, the person's details shall be entered upon the Register, and from the time of entry on the Register the person shall be a Life Member.

At the time of adoption of the Constitution, the Life Members of the Club shall be those persons currently recognised by the Club as Life Members.

Life members shall not pay any annual subscription and are exempt from Patrol duties.

Life members have the right to use all club facilities with, the exception of patrol and competition equipment.

Life members who are actively patrolling (and have completed at least 8 hours in the season) have the right to use all club facilities as per an Active member.

The Board can determine if the person/s nominated for Life Membership meets the criteria upon application.

(xi) Leave:

Any member who during the season is unable to fulfill club obligations because of other commitments may apply for Leave from club duties. The minimum period for leave shall be three (3) weeks.

The Board of Directors, who shall consider whether the circumstances merit Leave from club duties, shall receive applications for Leave. The Board shall accept or reject the application and inform the member as soon as possible of the decision.

In the event, that there is no Board of Directors meeting scheduled before the onset of the period for which Leave has been applied, the Director of Life Saving shall consider and accept or reject the application. The next meeting of the Board shall then ratify the decision.

A member who is granted Leave shall be exempt from Patrol and other Club duties for the period of the Leave.

Whilst on Leave, a member shall not use any of the Club facilities and/or equipment.

Periods of Leave shall be noted on member's records and shall not count toward Active Reserve and/or Long Service Membership.

Membership Fees

Membership Categories	Fees
Active	\$100.00
Active Reserve	\$120.00
Long Service	\$100.00
Life Members	Nil
Cadet to under 18 Active	\$ 80.00
<u>Nippers</u>	
Plus 1 Parent/Guardian (includes community membership)	\$120.00
Extra Child	\$ 60.00
Extra Parent (includes community membership)	\$ 40.00
Family Concession Fee capped at \$275.00 - Course fees are not included in the cap	\$275.00
Community (Social)	\$ 40.00
Bronze Medallion Course, Including Club Membership, Workbook & SLS Award Processing	\$175.00
Bronze Medallion Course, Including Club Membership, Workbook & SLS Award Processing (Cadets under 18)	\$150.00

Family Membership:

Family membership shall be available to one or both parents with children registered in either, or both, Junior (Nipper) and Cadet membership categories where the total amount of memberships for parents and dependent children (under 18) exceed \$275.00.

A family member who holds Bronze or SRC qualifications and is an active patrolling member is entitled to use equipment as per their membership category.

2. Management:

As per the constitution The Board shall consist of:

- (a) Six (6) Elected Directors all of whom will be elected
- (b) up to two (2) additional Appointed Directors who shall be appointed

Suggested Portfolios and Duties at the discretion of the Board.

The Elected Chair

The Chair of the Board of Directors will be appointed annually at the first Board of Directors meeting. The Chair will be drawn from the Elected Board of Directors not from an Appointed Director.

The Chair shall have a sound knowledge of the Association at different levels and the applicable Constitutions pertaining thereto.

The Chair may also be known as the Director of Operations or President in relation to any relevant correspondence from SLSWA or other clubs.

Administrator

The Administrator is appointed by the Board. This is a paid position and reviewed annually. The Board under agreement may absolve this position and revert to a volunteer as Director of Administration.

The Administrator shall conduct the business and correspondence of the club under the direction of the Chair of the Board of Directors.

The Administrator shall assist in the registration and re-registration of all members.

The Administrator shall be responsible for the keeping of up to date and accurate records of the club and its members including Club Sponsors

The Administrator shall keep full and correct minutes of all proceedings and shall be responsible for the custody of all documents relating to the club.

The Administrator will coordinate the receipt of Annual Reports to be presented at the AGM

All club officers and directors shall submit a report at the end of the season with stats, awards, photos, and any other relevant information pertaining to their title and a summary of the season for inclusion into the club's annual report.

The Administrator does not have voting rights

(a) Director of House

The Director of House shall be responsible for premise use, hiring and bookings taken by the club administrator

The Director of House shall be responsible for all activities pertaining to the Club House including bar and club house operations requirements

(b) Director of Life Saving

The Director of Life Saving is responsible for the efficient servicing of the clubs Patrol Contract and shall coordinate and liaise with other officers and position holders to provide for the improvement of the efficiency of Surf Life Saving.

The Director of Life Saving may call meetings of club officers and position holders associated with activities conducted at the club's beach and shall generally ensure the well-being of the club's beach operations.

The Director of Life Saving shall chair the Beach Operations Committee.

The Director of Life Saving shall ensure that the club's commitments under its Patrol Contract are carried out by the club's patrols.

The Director of Life Saving shall arrange and roster the clubs Patrols and ensure the maintenance of an accurate and up-to- date record of members down hours, patrol hours performed and rescue and first aid activity from patrols and ensure that the patrol

equipment is up to date, in good working order and send all Patrol Logs to SLSWA on a monthly basis.

The Director of Life Saving shall ensure that all lifesaving equipment is fully operational and serviceable.

The Director of Life Saving shall be responsible for the operation and maintenance of the clubs IRB, ATV, Patrol Shelter and Beach Vehicle. The Director of Life Saving shall ensure that the appropriate logs and records are kept up-to-date, and that the equipment is kept in a serviceable condition ready for each weekend's patrols.

(c) Director of Competition and Events

The Director of Competition and Events will liaise with the Director of Lifesaving to determine the format of all Patrol and Club competitions.

The Director of Competition and Events shall liaise with the Board of Directors to select dates and organize the planning of carnivals held in Broome.

The Director of Competition and Events will liaise with all external bodies for the coordination and efficient running of events including appropriate approvals such as tri-club, NT titles, Sunset, Dragon boats.

The Director of Competition and Events shall ensure that all competition equipment is fully operational and serviceable.

(d) Director of Education

The Director of Education shall plan and coordinate all Surf Life Saving Award training and annual proficiency testing within the club, informing the Director of Life Saving of such activities.

The Director of Education shall coordinate and liaise with club trainers and assessors to meet the requirements of the Club.

The Director of Education will coordinate all Surf Life Saving Commercial awards and proficiencies.

(e) Director of Youth Development

The Director of Youth and Development shall be responsible for the coordination and operation of the clubs Junior and Cadet Activities.

The Director of Youth and Development shall liaise with the Director of Education to plan for Surf Life Saving awards and proficiencies.

(f) Director of Buildings

The director of building and development shall facilitate and liaise with the Board in all aspects of the club building.

The Director of Building shall facilitate all maintenance and repairs of all buildings pertaining to the Broome Surf Lifesaving Club.

The Director of Building Maintenance and Development shall coordinate new development, extensions, building grants, funds and leases in liaison with the Board.

(g) Director of Public Relations (Appointed Director)

The Director of Public Relations shall be responsible for the furthering of the club's image to the public.

The Director of Public Relations shall liaise with the Administrator and prepare material for the media and other avenues of publicity. Including social media, newsletters, radio and newspapers.

The Director of Public Relations shall promote and coordinate social activities for the club.

(h) Director of Finance (Appointed Director)

The Director of Finance shall present a Statement of Accounts as prepared by the Administrator to the Board of Directors

The Director of Finance shall liaise with all Directors regarding growth, how to increase revenue and what are the current years expectations in order to plan budgets, a business case and provide up to date analysis to the Board of Directors.

The Director of Finance shall arrange the preparation and presentation of an Annual Balance Sheet and Statement of Account to be presented, duly audited, to the Annual General Meeting of the club.

Club Officers

(a) Competition Officer:

The Competition Officer may be appointed by the Director of Competition and Events.

The Competition Officer shall conduct all patrol club beach events (as per By Laws Volume 2), allot members handicaps for club events, and maintain an accurate and up-to-date record of members times, placing and points for each event.

The Competition Officer shall periodically display on the club notice board results of events and an updated table listing the progressive points for each club member.

The Competition Officer shall be responsible for the fostering of surf coaches and coaching programs aimed at improving the standard of competition within each competition area.

(i) Junior Activities Officer

The Junior Activities Officer is an appointed paid position by the Board of Directors. Remuneration of \$2000 per annum will be reviewed annually at the discretion of the Board and availability of a volunteer.

The Junior Activities Officer shall be responsible for the coordination and operation of the clubs Junior Activities

The Junior Activities Officer shall ensure that training is provided to allow Junior members to compete at all available levels of competition and to oversee all facets of the junior activities.

Organize committee meetings to plan events & delegate jobs accordingly. Liaise with all junior officers re: surf certificates, proficiency criteria, water safety, parents, yearly stats, registrations & member protection. Report to the Director of Youth and Development on proposals, events, problem areas & progress. Set up the junior side of the club's yearly calendar to follow & help run smoothly with senior events. Organize the end of year presentations with all other junior officers for awards, trophies, certificates & shields.

The Director of Youth and Development may form a committee to assist with the running of the junior program. Positions may include;

- Junior Water Safety Officer
- Parent Coordinator
 - Member Protection Officer
 - Junior Examiner/Instructor
 - Junior Fundraising Coordinator
 - Coordinator five to seven-year old's
 - Age Managers u/8 to u/13

(b) First Aid Officer:

The First Aid Officer shall ensure that the First Aid equipment is adequately stocked and fully operational.

The First Aid Officer shall report to the Director of Life Saving

(c) Patrol Captain:

Patrol Captains shall ensure that the club's commitments under its Patrol Contract are carried out efficiently and effectively.

The Patrol Captain is, in charge of all operations in the event of a rescue or other emergency situations whilst on patrol.

The Patrol Captain shall select and mark the safe swimming area(s) on the beach and shall ensure that such areas are kept free from potentially dangerous surf craft and equipment.

Patrol Captains shall endeavor to improve the proficiency of patrol members by carrying out simulated rescues and other activities during patrols.

Patrol Captains shall assist the Director of Life Saving in the control of members down hours by taking responsibility for their own Patrol members.

Patrol Captains shall report to the Director of Life Saving

(d) Board and Ski Manager:

The Board and Ski Manager shall be responsible for the use and maintenance of the club's competition boards and skis.

The Board and Ski Manager shall coordinate the use of club boards and skis by the members and shall endeavor to provide for the instruction of members in their use.

The Board and Ski Manager shall report to the Director of Competition and Events.

(e) Boat Captain:

The Boat Captain shall be responsible for the use and maintenance of the club's surf boats and ancillary equipment.

The Boat Captain shall coordinate the use of club surfboats by the members and shall endeavor to provide for the instruction of members in their use.

The Boat Captain shall report to the Director of Competition and Events.

(f) Cadet Officer:

The Cadet Officer shall be responsible for the induction of Cadet Members.

The Cadet Officer shall liaise between Cadets and relevant club officers in the areas of instruction, competition and training, patrols and other club duties.

The Cadet Officer shall report to the Director of Youth and Development

The Sponsorship Officer:

Shall liaise with the Administrator to update annual sponsorship packages.

Work with the Administrator for distribution of Sponsorship packages for ongoing sponsorship

Liaise with the Director of Finance, report to the Board of Directors and identify to the Board new sponsors.

(g) Clothing Manager:

The Clothing Manager shall coordinate the purchase and sales of Club clothing and other articles.

The Clothing Manager shall report to the Director of House.

(h) Bar Manager:

The Bar Manager will be responsible for the ordering and audit of all stock. The Board of Directors shall appoint the Bar Manager which may be a paid position at the discretion of the Board and availability of a volunteer.

The Bar Manager will coordinate volunteer bar staff,

The Bar Manager will be responsible for opening and closing the bar, cleaning of the bar facilities, washrooms and surrounds.

3. Standing Committees

The Board of Directors at its discretion may decide to appoint committees to assist with running the Club.

(a) Beach Operations Committee:

The Beach Operations Committee shall consist of the Director of Life Saving, Director of Education and Training, Examination Coordinator, Competition Officer, Cadet Officer, Director of Youth and Development Officer, Boat Captain, Gear Officer, Mobile Services Officer and Board and Ski Managers. Five to form a quorum.

Any other position holder whose area of responsibility is dealt with by the Beach Operations Committee may also attend Beach Operation Committee meetings.

Any other club member may attend Beach Operations Committee meetings as a visitor. Such visitors may not enter into the discussion or debate except through the Chairperson.

The Beach Operations Committee shall be responsible for the work pertaining to Surf Life Saving as practiced at the club's beach. It shall have the right to introduce any new or improved method(s) in an effort to improve the efficiency of Surf Life Saving.

The Chairperson of the Beach Operations Committee shall be the Director of Life Saving. In his or her absence, the Chairperson shall be the Director of Competition and Events.

The Chairperson shall have a deliberate vote as well as a casting vote.

The Beach Operations Committee shall meet at least once a month and as required.

All applications for leave, Active Reserve or Long Service membership shall be dealt with by the Beach Operations Committee, in accordance with, respectively, 1 (xii), 1 (v) and 1 (vi) above.

The Director of Life Saving shall report on the Beach Operations Committee at the subsequent Board of Directors meeting

(b) House Committee:

The House Committee shall consist of the Director of House, Premises Manager, Bar Manager, Public Relations Officer, Social Coordinator and Clothing Manager. Three to form a quorum.

Any other position holder whose area of responsibility is dealt with by the House Committee may also attend House Committee meetings.

Any other club member may attend House Committee meetings as a visitor. Such visitors may not enter into the discussion or debate except through the Chairperson.

The Committee shall be responsible for the upkeep and coordination of Club facilities. It shall be responsible for social activities and the promotion of the Club. It shall have the right to introduce any new or improved method(s) in an effort to improve the efficiency of the Club.

The Chairperson of the House Committee shall be the Director of House. In his or her absence, the Chairperson shall be the Bar Manager.

The Chairperson shall have a deliberate vote as well as a casting vote.

The House Committee shall meet at least once a month and as required.

The Director of House shall report on the House Committee at the subsequent Board of Directors meeting.

(c) Judiciary Committee:

The Judiciary Committee shall be elected in accordance with the Constitution.

Any member who infringes the Constitution or By-laws of the club or in any way misconducts him or herself either on the club premises or during the course of any activities of the club at any place, or whilst acting as a member of the club at any place, or

performing duties on behalf of the club or in any way by his or her actions discredits the club, may be called upon by the Judiciary Committee to show cause why he or she should not be punished. The Judiciary Committee, if satisfied that the member has been guilty of such infringement or misconduct as aforesaid, may punish or suspend such member from the club.

A member dealt with by the Judiciary Committee shall have the right to appeal in writing within fourteen (14) days to the Board of Directors whose decision shall be final.

(d) Selection Committee:

The Selection Committee shall consist of the Director of Life Saving and Competition Officer.

Consideration will be given to advice received from the area head coaches.

(e) Junior Committee:

The Junior Committee is chaired by the Director of Youth and Development and made up with the following officer positions:

- Director of Youth and Development
- Junior Activities Officer
- Parent Coordinator
- Junior Secretary/Treasurer
- Water Safety Officer
- Examiner/Instructor
- 5-7year old's Coordinator
- Under eight Age Manager
- Under nine Age Manager
- Under 10 Age Manager
- Under eleven Age Manager
- Under twelve Age Manager
- Under thirteen Age Manager

(g) The Junior Committee will be responsible for organizing the junior club program.

4. Standing Orders at Meetings

- (i)** Members may request to attend a Directors Meeting if agreed to by the Directors. They may have agenda items on the minutes. They have no voting rights at this meeting as set out in the Constitution
- (ii)** Any member wishing to speak shall address the Chairperson respectfully. Items must be placed on the agenda prior to the meeting.
- (iii)** No member shall speak more than once to a question except in explanation or reply.
- (iv)** A member who formally seconds a motion or amendment without making a speech may speak in support at a subsequent state of the debate.
- (v)** A reply shall be allowed only to a member who has moved a substantive motion.
- (vi)** No member shall use offensive or unbecoming words.
- (vii)** No member shall digress from the subject under discussion and imputations of improper motives and all personal reflections on members shall be deemed disorderly.

- (viii)** Whenever the Chairperson rises during debate the member then speaking shall cease and sit down.
- (ix)** No member shall interrupt another whilst speaking except on a point of order.
- (x)** Any member during the debate may raise a point of order, when the member then speaking shall sit down until the point of order has been decided. The member rising to order shall state concisely the point of order and the Chairperson, without further discussion, shall give a ruling.
- (xi)** It shall be competent for any member to move a motion of dissent from the Chairperson's ruling. The mover of the motion of dissent shall concisely state his or her point. The seconder and the Chairperson only may speak to the motion.
- (xii)** A member may move the adjournment of the debate. If the motion is resolved in the negative the mover shall not be allowed to again speak on the question under debate. If the motion is resolved in the affirmative, the mover shall have the right of resuming the debate then or at the ensuing meeting. No member shall move the adjournment at the end of his or her speech.
- (xiii)** At any time during the debate a member may without notice move "that the question now be put", and such motion, being duly seconded, shall then be put without debate; if carried, the question shall be put to the vote; if lost, the debate shall proceed.
- (xiv)** An amendment may be moved on any original motion. The chairperson shall put the amendment to the meeting first; if carried, the original motion as amended shall be put to the meeting; if lost, the original motion shall be put to the meeting. When an amendment has been decided, a further amendment may be moved before the original motion is put to the meeting.
- (xv)** The Chairperson shall refuse to receive any amendment which is, a direct negative, or which does not preserve the substance of the original motion.
- (xvi)** It shall be lawful for the meeting to suspend standing orders, provided that the object of such suspension shall not be the rescinding of any resolution previously adopted

(xvii) Order of business for Directors meetings:

- (a)** Apologies
- (b)** Reading and confirmation of minutes
- (c)** Business arising out of such minutes
- (d)** Correspondence
- (e)** Finance
- (f)** Reports
- (g)** Administrator
- (h)** Motion of which due notice has been given
- (i)** General business

(xviii) Order of business for Annual General Meeting:

- (a)** Apologies
- (b)** Reading and confirmation of minutes of previous Annual General Meeting.

- (c) Business arising out of such minutes.
- (d) Presentation of Annual Report and Audited Financials.
- (e) Endorsement of fees.
- (f) Election of Board Members and Officers of the club.
- (g) Notices of motion to amend Constitution and By-Laws
- (h) Nomination of Life Members
- (i) Nomination of Disciplinary committee

(xix) Order of business for Special General Meeting:

- (j) Apologies
- (k) Notices of motion to amend Constitution and By-Laws
- (l) Notice of motion for which the meeting was called

5. Procedure for Club Hire:

- (a) All club hire will be done through the Club Administrator. An invoice will be raised which shall also be considered a receipt off all monies paid.
- (b) The Club Administrator shall supply prospective hirers with the club booking application and hire contract.
- (c) Hirer shall submit the booking application to the Club Administrator with the appropriate fee and bond.
- (d) On receipt of the fee and paperwork, the Club Administrator will coordinate the hiring of the club, and the post hire cleaning.
- (e) The Club Administrator shall then return all or part of the bond depending on the condition of the club upon inspection by the Club Administrator
- (f) The administrator shall liaise with the director of house on all club hires

6. Dog Policy:

- (a) No dogs are allowed on the premises
- (b) If a dog owner is using the Club facilities, dogs are not to be tethered to any structure in and around the licensed area at any time.

7. Statement of Values;

- (a) The Board of Directors of the Club wants to encourage members to value and enjoy their clubrooms as they would their own homes. We believe that members should be given every opportunity to pursue enjoyment of the Club, consistent with the rights of their fellow members. By fostering an attitude of mutual respect and cooperation, our common interest in a safe, pleasant, and well-maintained clubrooms can be achieved
- (b) As a By-law of the Club, members are obliged to abide by the policy. Failure to adhere to the policy may result in disciplinary action taken against the member.

8. Code of Conduct:

Preamble

The Board of the Broome SLSC Inc. has developed this Code of Conduct for the guidance of Members and Members of the Board. Adherence to it is a condition of membership.

Definition

A code of conduct is “a set of standards of conduct that guide decisions based on duties derived from core values”

Why have codes of conduct?

The Board has developed this Code of Conduct to demonstrate an individual and group commitment to a high standard of ethical conduct in carrying out the duties of general control and management of the affairs, property and funds of the Association and as a tool to:

- Align, communicate and inspire high standards of behavior of the individual members of the Board to create a cohesive Board culture.
- Provide guidelines for decision making in areas of managerial discretion
- Provide a benchmark for self-evaluation
- Clarify the organisation’s mission, values and principles
- Enhance internal culture and external image
- Instill confidence and trust by Members and the community
- Outline disciplinary action.
- Manage risk
- Spell out prohibited conduct.

How will it be used?

The code of Conduct will be used in conjunction with the Constitution, guidelines from the Department of Commerce (WA) and the policies and procedures of the Board to ensure the highest quality outcomes of ethical decision-making, recommendations and actions by the Board.

Enforcement

Each Board member will sign the Code of Conduct when elected to the Board with the clear understanding that failure to comply with the code may result in the Board requesting resignation from their position of trust as a Board member.

Acceptance of the Code of Conduct

As a member of the Board and a representative of The Broome Surf Life Saving Club Incorporated, I understand that when carrying out my duties I will exercise the highest standards of ethical conduct that is consistent with:

The legal requirements of the Association

- Constitution and Operating Procedures
- The WA Associations Incorporation Act 2015
- And other relevant laws

The Policies and Procedures of the Board

The values of The Broome Surf Life Saving Club Incorporated as expressed in the Constitution.

Society’s accepted standards of what is right and good behavior

- Be fair and take action not to discriminate
- Be honest and trustworthy
- Act with integrity
- Cause no harm
- Be tolerant of honest differences of opinion
- Act responsibly

If a conflict of interest arises, I will not participate in any decision making process that results in:

- Self-gain
- deception or cheating
- manipulation
- bias or unfair dealing
- or injury to the character and interests of the association.

I understand that information dealt with by the Board and the discussion surrounding it may be confidential and I undertake to respect that confidentiality.

I acknowledge that it is my responsibility to read the Constitution and Operating Procedures and any laws relevant to the carrying out of my duties as a Board member.

I agree that if I fail to comply with, or observe, any provision of this code, I may be required to tender my resignation as a member of the Board.

Name: _____

Signature: _____ Date: _____

Disciplinary Committee

This committee will act to preside over hearings when there is disagreement over a decision made by the board.

After the Directors have made a decision an individual who is in dispute of the decision has 10 days to contact the Board to appeal the decision. At this point the Disciplinary committee will be called to make a decision.

The Committee will determine how they will meet and determine the decision. They may choose to meet a board representative and individual together, separately or via written correspondence. Each party will however be given the opportunity to state their case.

Only three committee members need to be present at the meeting. Five members will be determined at the AGM each year.

Broome Surf Life Saving Club Incorporated

By-Laws

Volume 2 - Competition and Trophies

- 1) General
- 2) Champion Patrol
- 3) Aggregate Points Trophies
- 4) Kim Male Shield 800 Metre Handicap
- 5) Laurensen Shield 400 & 200 metre Handicap
- 6) Broome Plumbing and Gas 400 Metre Handicap
- 7) Tropicool Marathon
- 8) Club Championships
- 9) Club Awards
- 10) Most Promising Cadet
- 11) Best Patrol Member
- 12) Best Club Member
- 13) Encouragement Award

1. General:

- (i) Club Competition: The Director of Competitions and Events through consultation shall arrange for a series of intra club events and other competitions to be conducted during the season. Included in these may be the following Trophy events:
 - (a) Champion Patrol
 - (b) Swimming Points (Highest Aggregate)
 - (c) Most Proficient
 - (d) Laurensen Shield (400m & 200m Swim Handicap)
 - (e) Male Shield (800m Swim Handicap)
 - (f) Broome Plumbing and Gas 400mSwim Handicap
 - (g) Tropicool Marathon
 - (h) Champion Patrol Competition
 - (i) Club Championships
 - (j) Other events as determined by the Director of Competition and Events

Unless otherwise stated in these By-laws, all competitions shall be run in accordance with the Competition Manual of Surf Life Saving Australia.

- (ii) No club member may win a Trophy event unless:
 - (a) all rostered patrols are complete prior to events in the case of single day events.
 - (b) he or she is fully financial

- (c) he or she is qualified and proficient as required by Surf Life Saving Australia for the category in which the member is competing
 - (d) he or she completes at least six swimming races for the season
 - (e) he or she has completed at least three swimming races prior to the event for handicap trophies
- (iii) A club member who is down hours at the end of the season may not win any trophy.
 - (iv) No club member on leave from Club duties may win a trophy.
 - (v) A minimum of two eligible members is required to compete in any club competition in any category for a trophy to be awarded. Trophies, which are divided into Male and Female, shall be run mixed if there are insufficient numbers in either category
 - (vi) Inter Club Competition: Club members who are qualified and proficient as required by Surf Life Saving Australia may represent the Club in inter club competitions conducted or approved by Surf Life Saving Australia. unless:
 - (a) he or she is Down Hours
 - (b) he or she is not fully financial
 - (vii) Notwithstanding 1(vi) above, the Director of lifesaving may refuse a member permission to compete in any inter club competition
 - (viii) The club may require any entry fees or other costs of competing to be borne by the member.
 - (ix) No club member on leave from Club duties may take part in any inter club competition, except with the permission of the Director of lifesaving.
 - (x) Selection Committee: The Selection Committee shall consist of the Director of lifesaving (Chairperson) and the director of Competition .
 - (xi) The Selection Committee shall select teams for inter club competitions. Area coaches shall contribute to the selection for team events.
 - (xii) Club teams: A Team Manager shall be appointed to all club teams travelling outside of the Broome area. All team members shall be subordinate to the Manager, and the Manager shall have the authority to take immediate action as necessary to maintain the discipline of the team. The Team Manager shall report occasions of misconduct to the Board of Directors.

2. Champion Patrol:

- (i) This competition shall be conducted by the Director of Lifesaving, in liaison with the Director of Education and Director of Competition and Events, to determine the Club Patrol most efficient in all areas of Club Duties, and to prepare patrol members for inspections.
- (ii) The precise format of the competition shall be determined and announced by the Director of Lifesaving at the commencement of the season, but shall contain the following elements:
 - (a) Patrol inspections checking for presence of members and equipment as laid out in the Club patrol Contract
 - (b) Lifesaving tasks
 - (c) Patrol members knowledge of lifesaving theory

3. Aggregate Points Trophies:

(i) Aggregate points for swimming and other events shall be awarded in the following categories:

- (a) Cadet (under 16)
- (b) Junior (under 18)
- (c) Senior (18 - 40)
- (d) Veteran (over 40)

(ii) Swimming point's races shall be run over a distance of approximately four hundred metres. The Competition Officer shall set handicap times to give all members as even a chance as possible. Aggregate points shall be awarded in each category as follows:

- First..... 10 points
- Second.....9 points
- Third..... 8 points
- Fourth..... 7 points
- Fifth..... 6 points
- Sixth..... 5 points
- Seventh..... 4 points
- Eighth..... 3 points
- Ninth..... .2 points
- All Others.....1 point

(iii) Points for other competition held shall be awarded in each category as follows:

- First..... 6 points
- Second..... 5 points
- Third..... 4 points
- Fourth..... 3 points
- Fifth..... 2 points
- Sixth..... 1 point

(iv) The Competition Officer shall from time to time display on the notice board running totals of Aggregate Points races.

4. Kim Male Shield 800 Metre Handicap:

- (i) This swimming event shall be held over a distance of approximately eight hundred metres, with the start and finish line being as near as possible to directly in front of the clubrooms.
- (ii) The Competition Officer shall set handicap times to allow every member as even a chance as possible of winning.
- (iii) A trophy shall be awarded for First place.

5. Laurensen Shield 400 & 200 metre Handicap:

- (i) This swimming event shall consist of a 400-metre handicap swim, followed up 15 minutes later with a 200-metre handicap swim. The Competition

Officer according to performance may adjust the handicap times of the 200 metre swim. The winner is adjudged to be the first person to cross the line at the completion of the 200-metre swim.

- (ii) The handicapper shall set handicap times to give every member as even a chance of winning as possible.
- (iii) A trophy shall be awarded for First place.

6. Broome Plumbing and Gas 400 Metre Handicap:

- (i) This swimming event shall be held over a distance of approximately four hundred metres, with the start and finish line being as near as possible to directly in front of the clubrooms.
- (ii) The Competition Officer shall set handicap times to allow every member as even a chance as possible of winning.
- (iii) A trophy shall be awarded for First place.

7. Tropicool Marathon:

- (i) The course for the Tropicool Marathon shall be along the following lines:
 - Start line being as near as possible to directly in front of the clubrooms.
 - Run to a turning flag situated 500 meters south of the start line and return to a turning flag situated at the start line.
 - Swim around buoys, a distance of approximately 400 meters and return to the start line.
 - Run via the northern most staircase, across the top of the concourse and back to the start line via the Surf Club access driveway.
 - Run to a turning flag situated 500 meters south of the start line and return to a turning flag situated at the start line.
 - Swim around buoys, a distance of approximately 200 meters and return to the start line.
 - Run via the northern most staircase, across the top of the concourse and back to the start line via the Surf Club access driveway, finishing at the Start/finish line.

(ii) Trophies shall be awarded as follows:

- (a) First, second and third
- (b) First female
- (c) First u/16

Gaining first, second or third placing shall not preclude a competitor from winning either the female or u/16 categories.

8. Club Championships:

Subject to 1 (iv) above, Club Championships shall be held in the following events:

- Surf Race
 - Board Race
 - Single Ski Race
 - Iron Person Race
 - Beach Sprint
 - Beach Flags
- (i) The Club Championships shall be organised and conducted by the Director of Competitions and Events and the Competition Officer.
- (ii) Medallions will be awarded for First and Second place getters in all events.
- (iii) An overall point score will be kept in the following categories and a trophy awarded to the person who gains the most points over the Club Championships:
- (a) Open Male
 - (b) Open Female
 - (c) Junior Male
 - (d) Junior Female
 - (e) Cadet Male
 - (f) Cadet Female

9. Club Awards:

- (i) The Club shall award the following trophies each year to members who have given outstanding services:
- (a) Most Promising Cadet
 - (b) Best Patrol Member
 - (c) Encouragement Award
 - (d) Best Club Member

Members must be financial and must have fulfilled any Patrol obligations as required to be eligible.

10. Most Promising Cadet:

- (ii) This award shall be selected by the Director of Youth Development and Cadet Officer.
- (iii) The award shall be presented to the cadet member considered to have showed the greatest potential to succeed in all areas of Surf Life Saving.

11. Best Patrol Member:

- (i) This award shall be selected by the Director of Life Saving and Patrol Captains.
- (ii) The award shall be presented to the member who is considered to have been the most diligent in patrolling the beach, in terms of:

- (a) patrol hours completed
- (b) attitude to patrols and other club duties.

(iii) A member who has been down hours at any stage during the season shall not be eligible to receive this award

12. Best Club Member:

- (i) This award shall be selected by all members of the Board of Directors who will hold a confidential ballot. If required, the chairperson shall have the casting vote.
- (ii) Consideration shall be given to efforts by all members in all branches of Club activity. The award shall be presented to the member whose efforts and examples have contributed the most to the Club's efficiency and welfare.
- (iii) Consideration shall be given to efforts by all members in all branches of Club activity. The award shall be presented to the member who showed the greatest potential to succeed in all areas of Surf Life Saving.

13. Encouragement Award:

- (i) This award shall be selected by all members of the Board of Directors who will hold a confidential ballot. If required, the Director of Life Saving shall have the casting vote.

Broome Surf Life Saving Club Incorporated

By-Laws

Volume 3 – Operations

- 1) Patrol By-Laws
- 2) Board and Ski By-Laws
- 3) Surf Boat By-Laws
- 4) First Aid Room By-Laws
- 5) IRB By-Laws
- 6) Beach Vehicles By-Laws

1. Patrol By-Laws:

- (i) Each member is responsible for the efficient patrolling of the beach areas under the club's jurisdiction, as laid out in the club's Patrol Contract.
- (ii) Patrol members shall be ready to commence duty fifteen minutes before the appointed hour. Failure to do so will result in the member going down one hour.
- (iii) Patrol members shall not leave the Patrol area except with the permission of the Patrol Captain.
- (iv) Members who are unable to attend a Patrol shall arrange a substitute member, of similar qualifications and experience, to perform the Patrol in their place. The member arranging such a substitute shall be responsible in the event of the substitute not attending.
- (v) The patrol on duty each day shall ensure that all patrol equipment is placed in the appropriate position on the beach and shall ensure that all patrol equipment is returned to the Clubrooms, washed if appropriate, and correctly stored.
- (vi) Patrol members are under the direction and control of the Patrol Captain at all times whilst on Patrol. Patrol members shall immediately report any damage to equipment to the Patrol Captain. The Patrol Captain shall ensure that all damage is recorded in the appropriate log(s), and that the Patrol Officer is informed.
- (vii) A member who fails to attend a rostered Patrol without reasonable excuse or arranging a substitute shall be placed "Down Hours" and required to make up for every hour not attended.
- (viii) Members Down Hours are subject to the following conditions:
 - (a) hours must be made up from the start of a Patrol;
 - (b) such members will not be eligible to accumulate competition points
 - (c) or win trophies until all hours have been made up;

- (d) members who accumulate more than eight hours down may have their membership suspended until the hours are made up.

Patrol Captain's duties:

Use of IRB and Beach Vehicle: see 5 and 6 below.

The following members are exempt from all Patrol duties:

- (a) Life Members;
- (b) Long Service Members;

- (ix) The following members are exempt from Patrol duties, except in the case of qualified members wishing to compete at State or Australian Titles in events other than March Past who shall complete Patrol hours as required by Surf Life Saving Western Australia:

- (a) Associate Members;
- (b) Honorary Members.

2. Board and Ski By-Laws:

- (i) Club competition/training boards and skis may only be used by Active Club members. Members may use boards and skis with the permission of and as directed by the Board and Ski Manager.
- (ii) Club craft may be allocated to one member for exclusive use by the Board or Ski Manager. Such allocation shall be for the duration of the current season only and may be revoked at any time.
- (iii) A member who has been allocated a craft is responsible for that craft at all times. Other club members may use that craft only with the permission of that member, or the Board and Ski Manager.
- (iv) Club boards and skis shall be housed in the Club Equipment shed when not in use.
- (v) Any damage to craft shall be reported to the Board and Ski Manager as appropriate. The damage shall be repaired before the craft is used again. The cost of repairs shall be borne by the member responsible for the craft. The Board of Directors may reimburse this cost after consideration of the circumstances surrounding the damage.
- (vi) Boards and skis must be washed with fresh water before being returned to the Equipment shed.
- (vii) Boards and skis are not to be launched or beached through any area where members of the public may be exposed to risk of injury.
- (viii) Active Members private competition equipment may be housed in the Club Equipment shed, with the permission of the Board of Directors as appropriate. Such equipment is stored at the owner's risk and AT NO LIABILITY TO THE BROOME SLSC INC.

3. Surf Boat By-Laws:

- (i)** Club surf boats and related equipment may only be used by Club members. Members may use surfboats and equipment with the permission of and as directed by the Boat Captain. Boat Crews shall be allocated to surf boats and equipment by the Boat Captain. Such allocation shall be for the duration of the current season only and may be revoked at any time.
- (ii)** During training and competition, the Sweep of the crew using the surfboat shall be responsible for the boat and equipment. Any damage or loss of equipment must be reported immediately to the Boat Captain.
- (iii)** The Selection Committee has the right to change the composition of any crew in the interests of obtaining optimum competition results for the club.
- (iv)** Surf boats and equipment must be washed with fresh water before being returned to the boat shed.
- (v)** Surfboats shall not be launched or beached through any area where members of the public may be exposed to risk of injury.

4. First Aid Room By-Laws:

- (i)** The First Aid Room shall be used only for the purposes of administering first aid.
- (ii)** All cases of first aid treatment and medical supplies used must be recorded in the First Aid Log, and the Patrol Log if during Patrol hours.
- (iii)** The First Aid Room shall be left clean and tidy, and all equipment used shall be cleaned and stored correctly.

5. IRB By-Laws:

- (i)** Club IRBs shall be driven only by proficient IRB drivers and crewed only by proficient Bronze Medallion holders, except in cases where approved Award Training is taking place under the supervision of suitably qualified members.
- (ii)** All IRB operations shall be recorded in the IRB Log, and Patrol Log if appropriate.
- (iii)** Members operating Club IRBs shall be responsible for the boat and related equipment and shall immediately report any damage or loss to the Mobile Services Officer.

IRBs shall not be launched or beached through any area where members of the public may be exposed to risk of injury. All IRB training shall occur in an appropriately marked area.

IRBs and related equipment shall be washed with fresh water before being stored in the Boat Shed.

6. Beach Vehicle By-Laws:

- (i)** The Club Beach Vehicles shall be used only for Patrol duties and other club activities with the permission of the Director of Life Saving or any Director of the Board if the Director of Life Saving is unable to be contacted.
- (ii)** The Beach Vehicle shall only be driven by holders of a "C" Class Western Australian Drivers Licence or equivalent.
- (iii)** During Patrol duties, the Patrol Captain is responsible for the Beach Vehicles, and shall ensure that they are equipped as required by the Club's Patrol Contract. The Patrol Captain shall have jurisdiction over the use of the Vehicle by Patrol members.
- (iv)** If the vehicle is being used for club activities other than Patrol duties, drivers as approved by the Director of Life Saving shall be responsible for the vehicle.
- (v)** Any damage to the vehicle shall be immediately reported to the Mobile Services Officer and recorded in the Patrol Log if appropriate.
- (vi)** The Beach Vehicle shall be washed with fresh water before being stored in the Equipment shed.
- (vii)** Applications using the Broome Surf Lifesaving Clubs' name shall be submitted to the board for approval
- (viii)** Any use of club vehicles and equipment outside of normal operations, shall be submitted to the board for approval.